



## EOFY Tax Preparation Checklist

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This checklist is designed to help you gather everything needed to prepare and lodge your individual tax return. Please fill in the required sections and tick off each item as you go.

### Personal Information

- Full name, date of birth, and current residential address
- Tax File Number (TFN)
- Bank account details (for ATO refunds)
- Medicare card and private health insurance details
- Spouse details (if applicable, including income)

### Income Records

- PAYG Payment Summary or Income Statement (via MyGov or employer)
- Centrelink payments
- Interest earned from bank accounts
- Dividend statements from shares
- Managed fund annual tax statements
- Cryptocurrency trading reports
- Rental income and associated records
- Foreign income details
- Business income (sole traders or contractors)
- Capital gains or losses from sale of assets

### Deductions – General

- Work-related expenses

- Working from home hours log or actual costs + receipts
- Self-education expenses
- Union or professional membership fees
- Mobile phone and internet (work portion)
- Charitable donations
- Tax agent or accountant fees from last year
- Income protection insurance

### **Rental Property Deductions**

- Mortgage interest statements
- Council rates, strata fees, water charges
- Property management and leasing fees
- Repairs and maintenance expenses
- Depreciation schedule
- Landlord insurance premiums
- Travel records

### **Investment Records**

- Buy/sell contracts for shares or managed funds
- Dividend reinvestment plan (DRP) statements
- Records of capital gains or losses
- Cryptocurrency transaction history
- Margin loan interest

### **Small Business / Sole Trader**

- Business Activity Statements (BAS)
- Profit & loss statement
- Summary of business expenses
- Motor vehicle logbook and fuel receipts
- Home office expenses
- Superannuation paid for self and staff
- Instant asset write-off purchases
- Inventory stocktake
- Contractor payments (with ABN)

### **Superannuation Contributions**

- Details of personal concessional contributions
- Non-concessional contributions made
- Spouse contribution receipts
- Confirmation of bring-forward rule usage

### **Additional Considerations / documents**

- Trust distribution statements
- Medical expense records
- HECS/HELP debt balances
- Private health insurance statement
- Any notices from the ATO